



Fraternity Finance and Facilities
FY 2022 - 2023 Calendar of Key Dates

Additional information available at <https://wabash.edu/treasurersoffice/fraternity>

Item #	Item Description	Reference	Due Date
1	Provide current fraternity mandatory fees and rates to the Business Office. These fees/rates include dues, initiation fees, risk management or insurance, and/or chapter assessments established by the national organization. Local chapter dues or assessments are not funded by the College.	Fraternity National Websites or Online Portals	July
2	Prepare housing agreement amendment and route for approval.	Business Office prepares amendment based on current rates.	July
3	Submit signed housing agreement to the Business Office. No payments will be released to the fraternity until the amendment is fully executed.	Housing Agreement Addendum	August 15
4	Submit membership roster for the fall semester to the Business Office. Provide updates after rush activities conclude.	Internal Membership Roster	Monday after start of classes
5	Submit <i>Food Service Program Half-Time Report</i> to Business Office .	Beta Theta Pi Lambda Chi Alpha Business Office for Remaining	December 31
6			
6	Develop and submit facilities needs request proposal (furniture, furnishings, and facility improvement projects) for prioritization	An estimate for these costs should have been included in the fraternity's budget template	December 31
7	Submit membership roster for the spring semester to the Business Office.	Internal Membership Roster	Monday after start of classes
8	Complete budget template for the next academic year for financial planning.	Fraternity Budget Template	February
9	Submit budget template to the Business Office	Fraternity Budget Template	March